

UNITED STATES COURT OF APPEALS

District of Columbia Circuit



Vacancy Announcement Number: USCA-01-04

Position Title: DEPUTY SPECIAL COUNSEL TO THE CLERK

**Salary Range: \$42,521 - \$97,118 (CL 28 - CL 30, comparable to GS 11 - 14)
depending on qualifications.**

Position Location: WASHINGTON, D.C.

Opening Date: MAY 7, 2001

Closing Date: OPEN UNTIL FILLED.

POSITION SUMMARY: This position begins July 30, 2001. The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified attorney to serve as Deputy Special Counsel to the Clerk.

RESPONSIBILITIES: Provides legal procedural and substantive advice to the Court and Clerk's Office staff; conducts research on general legal questions posed by judges and the Clerk and prepares memoranda on the results of the research; oversees administration of the Court's attorney discipline docket and routinely presents attorney discipline matters to the Court; administers the attorney and amicus appointment process for civil and agency cases; advises and assists the Calendar Administrator and Opinions Deputy; oversees the processing of post-dispositional petitions and motions; serves as liaison to the Supreme Court; drafts orders and judgments for the judges' consideration; responds to inquiries from judges, chambers' staff, staff attorneys, and Clerk's Office staff; prepares and directs preparation of correspondence to attorneys, litigants, other courts, and the public, concerning requests for action or information; assists Special Counsel with Criminal Justice Act matters; performs quality control for all oversight responsibilities; and, provides after-hours administrative duty for emergency matters.

QUALIFICATIONS: The caseload of the D.C. Circuit involves virtually every area of federal law, and is unique in the number of cases filed against the executive branch. Because the incumbent must be able to advise the judges and Clerk on difficult, varied, and important legal issues, the court is highly selective in its hiring. The court is looking for an individual who has the ability to analyze complex legal issues quickly and to express oneself clearly, both orally and in writing. Prior experience working for a federal court is preferred.

At a minimum, applicants must possess a J.D. degree, be a member of the bar of a state or the District of Columbia, and have at least one year of relevant experience after graduation from law school.

A judicial clerkship, law review membership, or comparable legal research and writing experience is desirable. Litigation experience is advantageous. Graduation in the top 25% of law school class is preferred.

TERMS: The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, employment is contingent upon the completion and satisfactory results of a background records check.

The successful applicant must be a United States citizen or eligible to work in the United States. This position is an excepted appointment and is "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send letter of application, resume and unedited writing sample to:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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